

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Student Withdrawal from the University
FPU Policy Number: FPU-5.01032AP
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: October 20, 2015
Date Revised: December 4, 2018
Responsible Division/Department: Academic Affairs
Initiating Authority: Provost and Executive VP of Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all students at the University and governs the student’s withdrawal from the University. This policy does not apply to a student wishing to withdraw from some, but not all, of the student’s courses or a student petitioning for a Mitigating Circumstances Withdrawal.

B. DEFINITIONS

- (1) Withdraw means a student is requesting that they no longer be enrolled in a course or courses.
- (2) Full withdrawal means the student is withdrawing from all courses in which they are registered.
- (3) Immediate full withdrawal means the student is requesting to withdraw on the date the Student Withdrawal Form is submitted to the Office of the University Registrar.
- (4) After the end of current semester withdrawal means the student is completing the semester, but is not returning the following spring or fall semester.
- (5) Course or partial withdrawal means the student is withdrawing from one or more courses, but not all courses in which they are registered. (*See FPU-5.01034AP Student Withdrawal from a Course.*)
- (6) The “W” grade signifies that a student was registered in a class and withdrew from it during the semester. The “W” grade is not calculated into the student’s grade point average.

C. POLICY STATEMENT:

A student may withdraw from the University any time before the date on the Academic Calendar referenced as *Withdrawal Without Academic Penalty Deadline (W Assigned)*. Not attending classes does not constitute or effect a withdrawal from the University. Students withdrawing after the end of a current semester but not returning the following spring or fall semester may return in the future.

The student must complete a Student Withdrawal Form, obtain all required signatures for approval, and submit the form to the Office of the University Registrar by the following deadlines as posted on the Academic Calendar:

- a) *Withdraw with no Fee Liability Deadline;*
- b) *Withdrawal, All Courses, with 25% Refund (W assigned);*
- c) *Withdrawal Without Academic Penalty Deadline (W Assigned).*

A student wanting to withdraw from the University after the *Withdrawal Without Academic Penalty Deadline (W Assigned)* may only do so by petitioning for a mitigating circumstances withdrawal. If a mitigating circumstances withdrawal is not granted, the student will receive the grade earned in all of the student's courses. Please see University Policy **FPU-5.0103AP Mitigating Circumstances Withdrawal** for more information.

D. RELATED REGULATIONS AND POLICIES

See FPU-4.004 Procedure for Payment, Waiver and Refund of Tuition, Fees, Fines, and Penalties for the University's policy on fees, refunds, and penalties.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: FPU-5.01032AP	
_____	_____
Initiating Authority	Date
_____	_____
Policies & Procedures Committee Chair	Date
_____	_____
Vice President of Academic Affairs	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	